



# Foreign Affairs Handbook

## 5 FAH-4 – Records Management Handbook

**Change Transmittal:** RMH-13

**Date:** 06-19-2012

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## **5 FAH-4 ADMINISTRATIVE CHANGES**

### **Changes**

1. This Change Transmittal issues administrative updates that identify the office of origin (content ownership) of several subchapters. These subchapters have not been reviewed for substance or content accuracy. The subchapters (and their most recent issuance) are:
  - 5 FAH-4 H-110, General (TL:RMH-1; 10-30-1995)
  - 5 FAH-4 H-310, Department/Field Offices/Posts (CT:RMH-6; 03-29-2007)
  - 5 FAH-4 H-510, Procedures for Managing and Obtaining Records Equipment And Supplies (TL:RMH-1; 10-30-1995)
  - 5 FAH-4 H-710, Procedures for Working With the General Accounting Office (CT:RMH-7; 11-30-2007)
2. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
3. The offices responsible for the material in these subchapters are the ones given in the subchapter CT line (the one immediately following the subchapter title). Please direct questions concerning content substance and interpretation to that office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

### **Filing Instructions (Paper Copies)**

1. Remove and discard the old 5 FAH-4 materials as identified above, and insert their replacements in their places (CT:RMH-13; 06-19-2012).

2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT: RMH-13 and initial.

### **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.